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CITY COURT OF MINDEN
FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 9/11/02

City Court of Minden
Webster Parish, Louisiana

December 31, 2001 and 2000

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City Court of Minden
Webster Parish, Louisiana

Combined Balance Sheet
All Fund Types and Account Groups
December 31, 2001

	Governmental Fund Type	Fiduciary	Fund Criminal Restitution Fund	Type Civil Fund	Account Groups General Fixed Assets	Totals (Memorandum Only)
Assets						
Cash	\$ 1,338	\$ 1,802	\$ 651	\$ 33,204	\$	\$ 36,995
Receivables						-
From vendors	295					295
From other funds	142			16		158
Property and equipment					38,665	38,665
Total assets	<u>\$ 1,775</u>	<u>\$ 1,802</u>	<u>\$ 651</u>	<u>\$ 33,220</u>	<u>\$ 38,665</u>	<u>\$ 76,113</u>
Liabilities and fund balances(deficit)						
Liabilities						
Accounts payable	\$ 6,996	\$	\$	\$	\$	\$ 6,996
Due to:						
Governmental agencies and others in escrow capacity		1,660	651	33,220		35,531
Other funds	16	142				158
Total liabilities	<u>7,012</u>	<u>1,802</u>	<u>651</u>	<u>33,220</u>	<u>-</u>	<u>42,685</u>
Fund balances						
Investment in General Fixed Assets					38,665	38,665
Fund balance(deficit)	(5,237)					(5,237)
Total fund balances (deficit)	<u>(5,237)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38,665</u>	<u>33,428</u>
Total liabilities and fund balance(deficit)	<u>\$ 1,775</u>	<u>\$ 1,802</u>	<u>\$ 651</u>	<u>\$ 33,220</u>	<u>\$ 38,665</u>	<u>\$ 76,113</u>

The accompanying notes are an integral part of this statement

City Court of Minden
Webster Parish, Louisiana

Combined Balance Sheet
All Fund Types and Account Groups
December 31, 2000

	Governmental Fund Type	Fiduciary	Fund	Type	Account Groups	Totals (Memorandum Only)
	General Fund	Criminal Court Fund	Criminal Restitution Fund	Civil Fund	General Fixed Assets	
Assets						
Cash	\$ 975	\$ 1,936	\$ 1,183	\$ 19,884	\$ -	\$ 23,978
Receivables						-
From other funds	142			16		158
Property and equipment					37,238	37,238
						-
Total assets	<u>\$ 1,117</u>	<u>\$ 1,936</u>	<u>\$ 1,183</u>	<u>\$ 19,900</u>	<u>\$ 37,238</u>	<u>\$ 61,374</u>
Liabilities and fund balances(deficit)						
Liabilities						
Accounts payable	\$ 4,239	\$ -	\$ -	\$ -	\$ -	\$ 4,239
Due to:						
Governmental agencies and others in escrow capacity		1,794	1,183	19,900		22,877
Other funds	16	142				158
Total liabilities	<u>4,255</u>	<u>1,936</u>	<u>1,183</u>	<u>19,900</u>	<u>-</u>	<u>27,274</u>
Fund balances						
Investment in General Fixed Assets					37,238	37,238
Fund balance(deficit)	(3,138)					(3,138)
Total fund balances (deficit)	<u>(3,138)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>37,238</u>	<u>34,100</u>
Total liabilities and fund balance(deficit)	<u>\$ 1,117</u>	<u>\$ 1,936</u>	<u>\$ 1,183</u>	<u>\$ 19,900</u>	<u>\$ 37,238</u>	<u>\$ 61,374</u>

The accompanying notes are an integral part of this statement

City Court of Minden
Webster Parish, Louisiana

Statements of Revenues, Expenditures and Changes in Fund Balances
General Fund
For the Years Ended December 31, 2001 and 2000

	2001	2000
Revenue		
Court costs and judge's fees from civil cases	\$ 76,001	\$ 73,811
Court costs from criminal cases	101,754	107,824
Fees-worthless check suits	1,948	2,402
Other	12,190	14,370
Total revenue	<u>191,893</u>	<u>198,407</u>
Expenditures		
Current		
Judge's civil fees	30,000	30,000
Clerks' supplemental salaries	90,127	94,283
Conferences	15,592	13,422
Office supplies and postage	13,798	12,716
Judge's supplemental compensation fund	6,499	6,432
Witness fees	5,408	6,816
Audit and accounting	4,450	6,820
Insurance	8,706	8,249
Judge's retirement	3,900	3,795
Miscellaneous	3,119	2,956
Dues and subscriptions	1,186	795
Telephone	7,387	5,829
Payroll taxes	1,517	1,375
Library	491	2,670
Repairs and maintenance- office equipment	-	1,080
Interest expense	53	
Penalties and interest	332	
Capital outlay		
Equipment purchases	1,427	-
Total expenditures	<u>193,992</u>	<u>197,238</u>
Excess(deficiency) of revenues over expenditures	(2,099)	1,169
Beginning fund balance(deficit)	(3,138)	(4,307)
Ending fund balance(deficit)	<u>\$ (5,237)</u>	<u>\$ (3,138)</u>

The accompanying notes are an integral part of this statement

City Court of Minden
Webster Parish, Louisiana

Statements of Revenues, Expenditures and Changes in Fund Balances-Actual and
Revenues, Expenditures and Changes in Fund Balance-Budget
General Fund

For the Years Ended December 31, 2001 and 2000

	Actual 2001	Budgeted 2001	Variance Favorable (Unfavorable)
Revenue			
Court costs and judge's fees from civil cases	\$ 76,001	\$ 76,000	\$ 1
Court costs from criminal cases	101,754	105,000	(3,246)
Fees-worthless check suits	1,948	2,500	(552)
Other	12,190	14,500	(2,310)
Total revenue	<u>191,893</u>	<u>198,000</u>	<u>(6,107)</u>
Expenditures			
Current			
Judge's civil fees	30,000	30,000	-
Clerks' supplemental salaries	90,127	94,300	4,173
Conferences	15,592	13,500	(2,092)
Office supplies and postage	13,798	12,700	(1,098)
Judge's supplemental compensation fund	6,499	6,500	1
Witness fees	5,408	5,850	442
Audit and accounting	4,450	5,850	1,400
Insurance	8,706	8,250	(456)
Judge's retirement	3,900	3,800	(100)
Miscellaneous	3,119	3,000	(119)
Dues and subscriptions	1,186	800	(386)
Telephone	7,387	5,350	(2,037)
Payroll taxes	1,517	1,400	(117)
Library	491	2,700	2,209
Repairs and maintenance- office equipment	-	1,000	1,000
Interest expense	53	-	(53)
Penalties and interest	332	-	(332)
Capital outlay			-
Equipment purchases	1,427	-	(1,427)
Total expenditures	<u>193,992</u>	<u>195,000</u>	<u>1,008</u>
Excess(deficiency) of revenues over expenditures	(2,099)	3,000	(5,099)
Beginning fund balance(deficit)	(3,138)	(3,138)	
Ending fund balance(deficit)	<u>\$ (5,237)</u>	<u>\$ (138)</u>	<u>\$ (5,099)</u>

The accompanying notes are an integral part of this statement

City Court of Minden
Webster Parish, Louisiana

Notes to the Financial Statements
For the Years Ended December 31, 2001 and 2000

Introduction

The Louisiana Constitution of 1974, Article V, Section 1 created the courts of the State, among them the City Court of Minden. Article V, Section 15 created the Trial Courts of Limited Jurisdiction and sets forth the duties of the court. City Court of Minden exists and operates in accordance with the authorities cited.

As provided by Article V, Section 15 of the Louisiana Constitution of 1974, the judge has charge of civil and criminal matters in his jurisdiction. The judge is elected by a popular vote for a term of six years.

City Court of Minden's jurisdiction covers Ward One of Webster Parish and serves approximately 30,000 people.

City Court of Minden employs four full-time employees and one part-time probation officer.

For the years ended December 31, 2001 and 2000, City Court of Minden had approximately 2,500 and 2,700 criminal cases filed, respectively, and approximately 400 civil cases for both years.

There is one Marshall elected by a popular vote that serves the jurisdiction of the court. He is responsible for serving papers, maintaining order in the courtroom, sale of seized property and works concurrently with the police department.

1. Summary of significant accounting policies

Basis of presentation:

The accompanying general-purpose financial statements of the City Court of Minden have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Reporting entity:

The City Court of Minden (the "Court") is a court of limited jurisdiction and serves Ward One of Webster Parish, Louisiana. The Judge of the Court is an independently elected official. However, the Court is fiscally dependent on the City of Minden for office space, courtrooms, and related utility costs, as well as partial funding of salary costs. Because the Court is fiscally dependent on the city, the Court was determined to be a component unit of the City of Minden, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Court and do not present information on the City of Minden, the general government services provided by that government unit, or other governmental units that comprise the financial reporting entity.

Fund accounting:

The Court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the Court are classified into the following categories:

Governmental fund type:

General Fund- The General Fund is the principle fund of the Court and accounts for its operations. The various fees and fines due to the Court are accounted for in this fund. General operating expenditures are paid from this fund.

Fiduciary fund type:

Agency funds- The three agency funds are used to account for assets that are held by the Court in a custodial capacity pending their transfer to the proper recipient, as provided by Louisiana law. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Court has the following agency funds:

Criminal Court Fund is used to account for fines and court costs of all criminal cases. Fines collected by the Minden Police Department are remitted monthly to the Court. These and all fines collected by the Court for criminal cases are disbursed to appropriate agencies and the General Fund on a monthly basis.

Criminal Restitution Fund is used to account for money collected for fines and restitution from offenders for issuance of worthless checks. Money is disbursed to victims for restitution and fines are disbursed to the General Fund for operations of the Court.

Civil Fund is used to account for all fines, court costs, and restitution resulting from civil cases filed in the Court. Disbursements are made to the General Fund for court fees, to victims for restitution, and other agencies for services performed relative to civil suits.

General fixed assets account groups:

General Fixed Assets-The general fixed assets account is used to account for fixed assets used in governmental fund type operations for control purposes. Beginning January 1, 1990, fixed assets purchased by the governmental fund are valued at historical cost. No depreciation is recorded on general fixed assets.

Basis of accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying financial statements have been

prepared on the modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

Revenues-Revenues are recorded when they are determined to be both measurable and available. Generally, revenues are recorded when cash is received. Fines collected by the City of Minden Police Department and remitted to the Court the succeeding month are recognized as revenue when the fines are received.

Expenditures-Expenditures are generally recorded and reported when the related fund liability is both incurred and measurable. Salaries and related payroll costs recorded as they are incurred. Operating supplies and other costs are recorded as they become due or incurred and are measurable.

Court premises:

The City of Minden provides the courtroom and office space for the city judge and the clerk of court. The city is also responsible for furnishing adequate fire-proof vaults and other filing equipment for the preservation of the records of the Court and for the maintenance and costs of operation of the courtroom and offices.

Judge's and clerk's compensation:

The salary of the Judge is fixed and paid by the City of Minden, the Parish of Webster, and the State of Louisiana. The salaries of the clerk and deputy clerks are jointly fixed and paid by the City of Minden and the Parish of Webster. Additional compensation and fees are paid to the clerk and deputy clerks from available criminal and earned civil court funds.

In 2001 and 2000, the Court paid the Judge additional compensation of \$30,000 and \$30,000, respectively, for fees derived from civil cases filed.

Compensated absences:

The vacation and sick leave policy of the Court does not provide for the accumulation and vesting of leave time, therefore the Court has not accrued compensated absences.

Total column on combined statements:

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Cash and cash equivalents:

Cash includes amounts in interest bearing demand deposits. Under state law, the Court may deposit funds in demand deposits, interest bearing demand deposits.

Cash deposits are stated at cost, which approximates market. These deposits were secured from risk by \$100,000 of federal deposit insurance. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

2. Due from/to other funds

Individual fund balances due from/to other funds at December 31, 2001 and 2000 are as follows:

December 31, 2001

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 142	\$ 16
Criminal Court Fund		142
Civil Fund	16	
	<u>\$ 158</u>	<u>\$ 158</u>

December 31, 2000

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 142	\$ 16
Criminal Court Fund		142
Civil Fund	16	
	<u>\$ 158</u>	<u>\$ 158</u>

3. Leases:

The city court leases a copier under a noncancelable operating lease for 48 mos. thru 2004 and with the following minimum annual commitments:

2002	\$ 4,320	2004	\$ 2,520
2003	\$ 4,320		

Lease expenses for the years ended December 31, 2001 and 2000 were \$4320 and \$4,208, respectively.

4. General fixed assets

A summary of changes in general fixed assets is as follows:

As of December 31, 2001:

	Balance @ 12/31/00	Additions	Disposals	Balance @ 12/31/01
Office equipment	<u>\$37,238</u>	<u>\$1,427</u>	<u>\$ -</u>	<u>\$38,665</u>

As of December 31, 2000:

	Balance @ 12/31/99	Additions	Disposals	Balance @ 12/31/00
Office equipment	<u>\$37,238</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$37,238</u>

5. Changes in fiduciary fund balances

A summary of changes in fiduciary fund unsettled deposits at December 31, 2000 follows:

<u>Fiduciary Funds</u>	<u>Unsettled Deposits @ Beginning of Year</u>	<u>Additions</u>	<u>Reductions</u>	<u>Unsettled Deposits @ End of Year</u>
Criminal Court	\$ 1,794	\$164,204	\$164,338	\$ 1,660
Criminal Restitu- tion	1,183	1,213	1,745	651
Civil	19,900	140,839	127,535	33,204
	<u>\$22,877</u>	<u>\$306,256</u>	<u>\$293,618</u>	<u>\$ 35,515</u>

A summary of changes in fiduciary fund unsettled deposits at December 31, 2000 as follows:

<u>Fiduciary Funds</u>	<u>Unsettled Deposits @ Beginning of Year</u>	<u>Additions</u>	<u>Reductions</u>	<u>Unsettled Deposits @ End of Year</u>
Criminal Court	\$ 2,211	\$174,646	\$175,063	\$ 1,794
Criminal Restitu- tion	719	1,010	546	1,183
Civil	13,985	147,646	141,731	19,900
	<u>\$16,915</u>	<u>\$323,302</u>	<u>\$317,340</u>	<u>\$ 22,877</u>

6. Litigation

The Court is not a defendant in any litigation seeking damages from the Court. The Judge estimates that any potential claims against the Court would not materially affect the financial statements.

7. Retirement plan

Louisiana State Employees' Retirement System

The City Court of Minden provides retirement, death, and disability benefits to the Court's judge through a pension plan administered by another governmental entity. The plan is the Louisiana State Employees' Retirement System (LASERS or the System). Only the judge of the Court is a member of this cost-sharing multiple-employer public employee retirement system (PERS). All state employees, except certain classes of employees specifically excluded by Statute, become members of the System as a condition of employment unless they elect to continue as a contributing member in any other retirement system for which they remain eligible for membership. Elected officials and officials appointed by the governor may, at their option, become members of LASERS. Benefit provisions are established in accordance with Louisiana State Statute.

Employees are eligible for retirement if the employee has:

- (a) 30 years of creditable service, regardless of age, or
- (b) 25 years of service and is at least age 55, or
- (c) 10 years of service and is at least age 60, or
- (d) 20 years of service, any age, with an actuarially reduced benefit.

The monthly retirement allowance is equal to two and one-half percent (2.5%) of the employee's average compensation multiplied by years of creditable service. The maximum annual benefits cannot exceed the lesser of one hundred percent

(100%) of the employee's average compensation or certain specified dollar amounts of actuarially determined monetary limits which vary depending upon the members age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to one (1%) percent of average compensation multiplied by the number of years of creditable service in their respective capacity.

Upon the death of any Louisiana State Employees' Retirement System member in active service with five or more years of service and not eligible for retirement, survivor benefits are paid to certain eligible surviving dependents based on the deceased member's compensation and their relationship to them. For LASERS members who are eligible for retirement, the surviving spouse is eligible for normal retirement benefits.

Substantially all members with ten or more years of credited service who become disabled receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

Contribution rates are established by Statute. Employee member contributions are deducted from their salary and remitted to the System by participating employers. The rates in effect for 2001 for judges are eleven and one-half (11.5%) percent of their covered compensation.

Each employer is required to contribute a percentage of each employee's earned compensation to finance participation of its employees in LASERS. The employer's contribution rate is established annually by the Actuarial Forecasting Committee.

The City Court Contributed \$3,900 to the plan and the employee contribution was \$3,450 for the year ended December 31, 2001.

Ten-year historical trend information of the Louisiana State Employees' Retirement System is available in the separately issued retirement system report. The trend information provides information about progress made in accumulating sufficient assets to pay benefits when due.

The City Court of Minden does not guarantee the benefits granted by the above plan. The City Court of Minden does not provide any other post employment benefits.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana State Employees Retirement System, P. O. Box 44213, Baton Rouge, LA 70809.

8. Budgets and Budgetary Accounting

The City Court of Minden utilizes formal budgetary integration as a management control device for the general fund.

The 2001 budget was not amended.

The budget was worked up by chief deputy clerk, Ava H. Morgan, with the approval of the Clerk of Court and Judge.

MICHAEL L. EPPERSON
CERTIFIED PUBLIC ACCOUNTANT
729 MAIN ST. • MINDEN, LA. 71055
TELEPHONE 377-2143

Independent Auditor's Report

August 30, 2002
Honorable John C. Campbell, Judge
City Court of Minden
Webster Parish, Louisiana

I have audited the accompanying general-purpose financial statements of the City Court of Minden, a component unit of the City of Minden as of and for the year ended December 31, 2001 and 2000, as listed in the Table of Contents. These general-purpose financial statements are the responsibility of the City Court of Minden's management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

I conducted my audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audits provide a reasonable basis for my opinion.

The general-purpose financial statements referred to above include only the financial activities of the City Court of Minden. Financial activities of other component units that form the reporting entity are not included. As discussed in Note 1, the general-purpose financial statements of the City Court of Minden are intended to present the financial position and results of operations and changes in fund balances of only those funds which are controlled by the City Court of Minden.

The City Court of Minden has not presented the disclosures required by Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, as amended by Governmental Accounting Standards Board Technical Bulletin 99-1, that the Governmental Accounting Standards Board has determined are necessary to supplement, although not be a part of, the basic financial statements. In addition, I do not provide assurance that the City Court of Minden is or will become year 2000 compliant, that the City Court of Minden year 2000 remediation efforts will be successful in whole or in part, or that parties with which the City Court of Minden does business are or will become year 2000 compliant.

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the City Court of Minden, a component unit of the City of Minden as of December 31, 2001 and 2000, and the results of its operations for the years then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued my report dated August 30, 2002 on my consideration of the City Court of Minden, a component unit of the City of Minden's internal control over financial reporting and my tests of its compliance with certain provisions of laws and regulations. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

A handwritten signature in black ink, appearing to read "Mark T. Green, CPA". The signature is fluid and cursive, with the letters "M", "T", and "G" being particularly prominent.

MICHAEL L. JEPPELSON
CERTIFIED PUBLIC ACCOUNTANT
720 MAIN ST. - MINDEN, LA. 71055
TELEPHONE 377-2143

Report on Compliance and on Internal Control over
Financial Reporting based on and Audit of Financial
Statements Performed in Accordance with
Government Auditing Standards

August 30, 2002
Honorable John C. Campbell, Judge
City Court of Minden
Webster Parish, Louisiana

I have audited the accompanying general-purpose financial statements of the City Court of Minden, a component unit of the City of Minden, as of and for the years ended December 31, 2001 and 2000 and my report thereon dated August 30, 2002. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

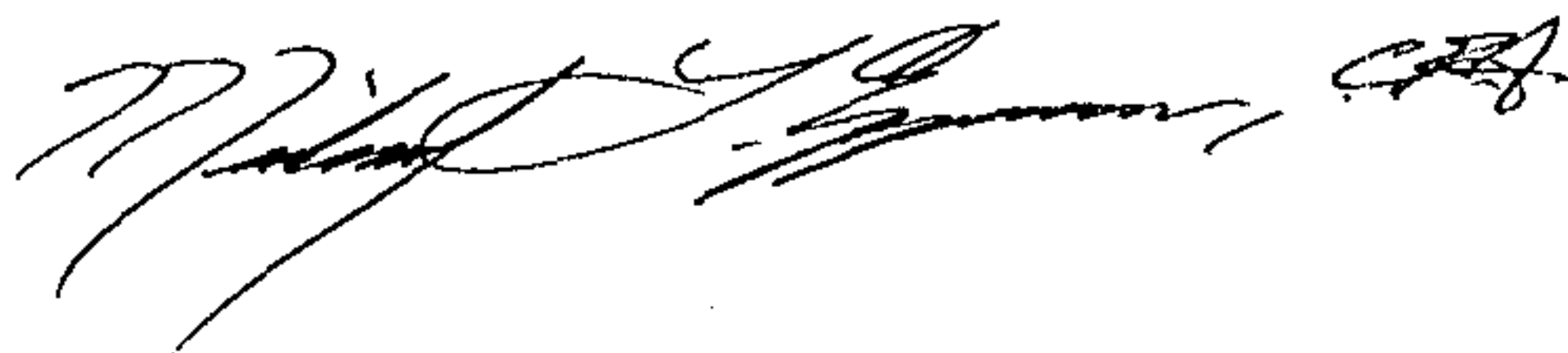
As part of obtaining reasonable assurance about whether the City Court of Minden's general-purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Governmental Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the City Court of Minden, Louisiana's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the City Court of Minden, Louisiana's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described in the accompanying schedule of findings as items 01-1, 01-2, 01-3, and 01-4.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weakness. However, of the reportable conditions described above, I considered none of the items reported as material weaknesses.

This report is intended solely for the information and use of the Court's management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in black ink, reading "Mark J. Gorman, CPA". The signature is written in a cursive style with a large, stylized "M" and "J".

City Court of Minden
Webster Parish, Louisiana
Schedule of Current Audit Findings
For the Year Ended December 31, 2001

Findings related to internal control:

Finding 01-01

Audited financial statements

Condition:

Audited financial statements for the year ending December 31, 2001 were not submitted to the Legislative Auditors in a timely manner as of June 30, 2002.

Recommendation:

Inform current auditor that a repeat tardiness of audit will lead to obtaining a new auditor. It was the auditing firm who was at fault in completing and filing the audit for the City Court of Minden in a timely manner.

Finding 01-02

Segregation of duties

Condition:

During my audit, it was noted that the City Court of Minden was not able to satisfactorily separate collection of money from clerks responsible for recording funds.

Recommendation:

Due to the size of City Court of Minden, it is not feasible to separate the duties.

Findings related to financial statements:

Finding 01-03

Condition:

The City Court was using an American Express Card to make purchases and used the credit card's option of a flex plan to extend payments for six months at 19.5% interest rate without approval of state.

1. As of December 31, 2001, the flex balance was \$640.19.

Recommendation:

Avoid using credit card to finance purchases and if necessary, obtain authorization to obtain financing from the state.

Finding 01-04

Condition:

The City Court of Minden was using funds for gifts to employees who were ill.

1. Charge on a Capital One credit card to the Wooden Spoon for \$48.59.

Recommendation:

Ask for donations from individuals to make future gifts.

City Court of Minden
Webster Parish, Louisiana
Corrective Action Plan
For the Year Ended December 31, 2001

Findings related to internal control:

Finding 01-01

Audited financial statements

Condition:

Audited financial statements for the year ending December 31, 2001 were not submitted to the Legislative Auditors in a timely manner as of June 30, 2002.

Action taken:

Notified auditor of change in auditor if repeat in tardiness.

Finding 01-02

Segregation of duties

Condition:

During my audit, it was noted that the City Court of Minden was not able to satisfactorily separate collection of money from clerks responsible for recording funds.

Action taken:

City Court of Minden is aware of position but due to size of entity, it is limited as to corrective action.

Findings related to financial statements:

Finding 01-03

Condition:

The City Court was using an American Express Card to make purchases and used the credit card's option of a flex plan to extend payments for six months at 19.5% interest rate without approval of state.

1. As of December 31, 2001, the flex balance was \$640.19.

Action taken:

City Court of Minden will not plan to use the flex plan again.

Finding 01-04

Condition:

The City Court of Minden was using funds for gifts to employees who were ill.

1. Charge on a Capital One credit card to the Wooden Spoon for \$48.59.

Action taken:

City Court of Minden will not use its funds for gifts to employees or citizens who are ill.